

Facility Use Guidelines

- A. **Legal Status of School Buildings.** The board of education shall hold title to, and have the care and keeping of, all school buildings and other school properties belonging to the school district. The board may at its discretion, open any or all school buildings for community purposes, and may adopt rules and regulations covering such use of school buildings. See Board Policies KG and KGA.
- B. **Regulations for Use of School Buildings.** The board of education recognizes that the school buildings are provided by the taxpayers of the district primarily for the purpose of conducting a program of education for the boys and girls of the district. The board also recognizes that there are times when the buildings or parts of them are not being used by the schools and that they could be made available for use by other groups and organizations that do not have building facilities of their own to accommodate their activities. It is the desire of the board of education to extend to the people of the district the use of the buildings of the school system for educational and recreational purposes. Certain specific regulations governing the use of school buildings are necessary and must be followed by groups using the buildings. These regulations are as follows:
1. **Application for Use of Facilities.** Groups or organizations desiring to use any of the buildings shall make the request to and secure written permission from the building principal or the superintendent in the principal's absence. A form for this purpose will be furnished by the school, which will contain the request, purpose for which the buildings shall be used, and responsibility of the group for protection of facilities. The use of the building must be confined to that stated in the written permit. Groups whose functions are considered educational and who use the buildings on a regular basis should make their request early in the school year and show all dates on which they desire to use the facilities.
 2. **Supervision, Responsibility.** Each group using the school building shall have sponsors present, sufficient in number to properly supervise the activity. The sponsors shall be responsible for the proper care of the building and conduct of the group. The person(s) signing the agreement for use of the building shall be held responsible for all persons entering the part of the building which they are using regardless of whether or not all those entering are members of the group which has been permitted to use the building.
 3. **School Activities Take Precedence.** School activities and programs of education will always take precedence over the activities of non-school groups. No activity will be permitted in school property at any time which will interfere with the educational program of the school.
 4. **Behavior.** The use of alcoholic beverages, tobacco in any form, and disorderly conduct shall be prohibited in all school buildings.
 5. **Areas to be Used.** The group is expected to use only that part of the building for which arrangements have been made, plus the restrooms and the halls and corridors leading to the portion of the building being used.
 6. **Gym Shoes Required.** All persons participating in physical education or athletic activities will be required to wear approved gymnasium shoes.
 7. **Profit-Making Projects.** No persons or non-school organizations shall use any school building for sectarian, partisan, or profit-making projects, except when such use has been approved by the building principal or superintendent. Any request that is denied by

administration may be appealed to the board of education. When such permission is granted, fees may be waived or adjusted for USD 264 employees for requests that support an approved program of the district. Wedding, funeral and memorial services are prohibited.

8. **Equipment-School.** When school equipment such as movie, slide, projectors and the accompanying screens, the public address system, or any other equipment which required technical knowledge to operate is used, this equipment must be operated by an employee of the school approved for this job. A fee which will go to the operator will be charged for this service. The fee charged will be dependent upon the length of time required for the use of the equipment. Due to cost and insurance limitations some equipment may not be available for public use.
9. **Equipment-School, Moving and Adjusting.** Should it be necessary to move or rearrange furniture or equipment such as setting up chairs and tables to accommodate the meeting, it shall be the responsibility of the group using the building to attend to this. Before leaving the building, this group shall also be responsible for putting the furniture and equipment back in its original place and order. Approval for moving the furniture or equipment is to be secured when the arrangements for the use of the buildings are made.
10. **Non-School Property to be Removed.** If a group needs to bring decorations, furniture or equipment into the building, it shall secure permission to do so at the same time the group secured approval for the use of the building. Such items shall be removed immediately after the use of the building. If it is not feasible to remove such items immediately, they shall be stored out of the way and removed the following morning.
11. **Use of Kitchen.** Any community or educational organization may use the kitchen facilities of the building owned by the school district, providing the organization receives prior permission from the superintendent of schools, and provided the organization does not use any of the commodities owned by the school district. If an organization desires to serve meals for pay, an inventory must be made by the head cook before and after such meals are served. Any school supplies used are to be paid for by the sponsoring organization at the time the fee for use of the building is paid.
12. **Vacating of Buildings.** Any group using the building for an afternoon meeting or activity must vacate the building by 6:00 p.m. For evening use, the building will be open at 7:00 p.m. and closed at 9:00 p.m. If an earlier opening time or a later closing hour is desired, arrangements are to be made at the time approval for the use of the building is secured. The adult manager, chairman, or supervisor of each group classified as educational and for which no charge is made for the use of the building shall be responsible for:
 - 1) turning out the lights
 - 2) closing the windows and doors
 - 3) checking restrooms - flushing toilets and checking for running water
 - 4) latching the doors to the buildings
13. **Damage to School Property.** If any building or equipment is damaged while in use, the group using the building shall be responsible for compensation to the district.
14. **Compliance.** Any group or organization failing to comply with any of the above regulations will be denied further use of the school building.

- C. **Refusal of School Building Use.** The board of education reserves the right to refuse any group or organization the use of the school buildings.
- D. **Requests Which Will Not Be Approved.** Requests for use of the buildings for meetings and programs of a strictly commercial nature shall not be approved. No non-school groups will be permitted to sponsor dances in the school buildings. Use of the buildings on Sundays or Wednesday evenings is restricted and discouraged.
- E. **Inclement Weather / Emergency Closing.** When school is dismissed early due to the weather, teachers, coaches and sponsors will not be permitted to keep students after school for meetings or practices. Scheduled evening school events at our district will normally be cancelled on these days.

On days when school has been cancelled for the entire day, school groups will be permitted to have practices or meetings at the discretion of school administration. When these meetings or practices are approved, student attendance will always be optional and at the discretion of the student and their parent. Factors such as improved weather and road conditions will be taken into consideration when the decision is made to approve these activities. Scheduled evening school events at our district will normally be cancelled on these days.

The decision to allow our students to participate in events that are scheduled outside our district will be considered on a case-by-case basis by school administration. Factors such as improved weather and road conditions will be taken into consideration when the decision is made to approve participating in these activities.

- 1. **Facility Use by Outside Groups.** When school has been cancelled due to the weather, outside groups will not be permitted to use school facilities for meetings or practices for the whole day.
- F. **Special Request for Use of School Buildings.** Any request for use of school facilities that is judged "special" in nature and is not covered in a clear-cut manner by the existing policy shall be heard at the regular meeting or a special meeting of the board of educations with at least seventy-two (72) hours' notice.
- G. **Custodian to be Present.** A school custodian normally will be on duty to see that the building and equipment are properly used and cared for when school buildings are used. Building principals may waive this requirement if, in their judgment, a custodian is not needed.
- H. **Educational Groups.** Groups such as the Boy Scouts, Cub Scouts, Girl Scouts, Blue Birds, 4-H Clubs, Study Clubs, Extension Study Groups, Home Demonstration Units, Extension Council, Civil Defense, Parent-Teacher Organization, and employees of the board of education are considered educational in nature and shall not be charged for the use of the buildings, except for activities for which there is an admission charge. For such charge activities, the fee for the use of the buildings shall be the same as that charged non-educational groups. Nonprofit groups shall not be charged for the use of the buildings.
- I. **Recreation Commission.** The Recreation Commission will be allowed to use the school buildings without a custodian present. All other rules for use of buildings will apply to the Recreation Commission.

- J. **Fee Schedule.** Since it is a policy to raise, through taxation, funds for the operation of the school's educational program only, the board finds it necessary to charge a reasonable fee for the use of school buildings and facilities by groups or individuals not directly associated with the schools. These fees will be used to defray a portion of the expenses made by increased use of heat, light, and custodial services. Facility use fees may be waived for programs offered through the recreation department or programs specifically for Clearwater youth, unless a custodian is required. Any person or group using the buildings or facilities in a profit-making venture will be assessed fees per the following schedule. The Board of Education reserves the right to assess additional fees as deemed appropriate:

Rates:	Hourly (up to 4 hrs)	Daily
High School:		
Main Gym when no admission is charged	\$20	\$150
Main Gym/Commons when no admission is charged	\$25	\$250
Main Gym when admission is charged	\$30	\$200
Main Gym/Commons when admission is charged	\$35	\$300
Small Gym when no admission is charged	\$15	\$120
Small Gym/Commons when no admission is charged	\$20	\$220
Small Gym when admission is charged	\$20	\$160
Small Gym/Commons when admission is charged	\$25	\$260
Auditorium when no admission is charged	\$20	\$120
Auditorium when admission is charged	\$25	\$160
Commons only	\$20	\$150
Middle School:		
Gym when no admission is charged	\$15	\$ 80
Gym/Commons when no admission is charged	\$20	\$160
Gym when admission is charged	\$20	\$120
Gym/Commons when admission is charged	\$25	\$200
Auditorium when no admission is charged	\$15	\$ 80
Auditorium when admission is charged	\$20	\$120
Commons only	\$15	\$ 80
Intermediate Center:		
Gym when no admission is charged	\$15	\$100
Gym/Commons when no admission is charged	\$15	\$180
Gym when admission is charged	\$20	\$140
Gym/Commons when admission is charged	\$20	\$220
Commons only	\$15	\$ 80
Elementary East and Elementary West:		
Multi-purpose when no admission is charged	\$10	\$ 60
Multi-purpose when admission is charged	\$15	\$ 80
Use of Any Classroom (per classroom):		
When no admission is charged	\$7 - 1st room, \$3 - each additional	\$ 40
When admission is charged	\$7 - 1st room, \$3 - each additional	\$ 60
Use of MS/HS Kitchens	\$25	\$160

Should the service of school personnel such as food service staff or custodians be required due to the nature of the use request, the charges will be based on an additional \$20 per hour for each employee.